

## U.S. DEPARTMENT OF STATE U.S. EMBASSY RABAT

### Notice of Funding Opportunity

**Funding Opportunity Title: U.S. Alumni Capacity Building**

**Funding Opportunity Number: PAS-MOROCCO-FY22-05**

**Deadline for Applications: June 26, 2022**

**CFDA Number: 19.040**

**Total Amount Available: \$150,000**

### A. PROGRAM DESCRIPTION

The Public Affairs Office of the U.S Embassy in Morocco is pleased to announce an open competition for Moroccan associations to submit applications to implement a series of Alumni capacity building and networking events under the brand Alumni Connect. The activities will take place over the Calendar Year 2023. Please note: Only registered Moroccan Associations or NGOs either led by Alumni of U.S. Government exchange programs, or which demonstrated experience in implementing programs involving Alumni of U.S. Government exchange programs are qualified to compete for this funding opportunity.

**Priority Region: *Morocco***

#### Program Objectives:

- ***Alumni Capacity Building:*** A series of training sessions (several virtual and at least three in-person) in project management, linked to a small grant's competition and mentorship by senior Alumni.
- ***Youth Alumni Training.*** One in-person training and networking program in Rabat with U.S. Embassy officials and alumni for recently returned youth alumni to build their skills and remain engaged with Embassy and alumni network.
- ***Alumni Summit.*** One day event showcasing the work of our alumni through exhibits, panels, workshops, and speakers, including a reception for 200 alumni with the U.S. Ambassador.
- ***Thematic meetups.*** Two series of at least three engagements each bringing together Alumni in specific fields (for example: Environment and Tech Entrepreneurship) to build capacity, strengthen networks, and encourage them to collaborate across exchange program and age cohorts.

Organizations are encouraged to submit proposals with a detailed budget for the above activities. These proposals should outline how the applicant will provide the following:

- ***Logistical Support:*** Guarantee transportation arrangements or reimbursement to cover travel to and from the events, hotel accommodation for participants, conference space, meals, receptions, and supplies.
- ***Training.*** Design three training and networking sessions for recently returned Youth Alumni in Rabat (the third session should coincide with the Alumni Summit).
- ***Content.*** Coordinate panels, workshops, speakers, and exhibits for the Alumni Summit.

- **Monitoring and Evaluation:** Develop a monitoring and evaluation plan (to be approved by the Public Affairs Office) to measure the impact of these activities using before and after surveys as well as qualitative feedback.
- **Photography/Videography:** Provide a professional photographer/videographer who can create social media content for use by the Public Affairs Office and produce a wrap-up video (to be approved by Public Affairs Office) from all activities.

**We will review each proposal based on these following components and criteria:**

### **REVIEW AND EVALUATION CRITERIA:**

1. **Professional capacity and record on previous grants:** The organization has expertise in its stated field and has demonstrated its ability to implement the program, including strong financial management and appropriate personnel. (10 points)
2. **Quality, feasibility, and clear American connection:** The program idea is well developed with details about how program activities will be carried out. The proposal includes a reasonable implementation timeline. The proposal includes an American cultural element or connection with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of U.S. policies and perspectives. (20 points)
3. **Goals and objectives:** Goals and objectives are clearly stated, and the program's approach is likely to provide maximum impact in achieving the proposed results. (20 points)
4. **Embassy priorities:** Applicant has clearly described how stated goals are related to and support U.S. Mission priority areas or target audiences. (20 points)
5. **Budget:** The budget justification details reasonable and appropriate costs in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed goals and objectives. (10 points)
6. **Monitoring and evaluation plan:** Applicant demonstrates ability to measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when they will be measured. (10 points)
7. **Sustainability:** Program activities will continue to have a positive impact after the end of the program. (10 points)

## Review and Selection Process

The Public Affairs Section will evaluate all eligible applications. The evaluation process will consist of two stages. First, a technical review will be completed to ensure that proposals and organizations meet the criteria set forth above. Second, a Grant Review Committee comprised of personnel from the U.S. Mission Morocco will evaluate eligible proposals based on the criteria identified above.

**Audiences:** Approximately **300 Alumni** of U.S. Department of State exchange programs.

## B. FEDERAL AWARD INFORMATION

- Length of performance period: **6 to 12 months**, renewable for up to 3 years
- Number of awards anticipated: **one** award (dependent on amounts)
- Award amounts: awards may range from a minimum of **\$100,000** to a maximum of **\$150,000**
- Total available funding: **\$150,000**
- Type of Funding: *FY22 Smith Mundt Public Diplomacy Funds*
- Anticipated program's start date: **January 15, 2023**

**This notice is subject to availability of funding.**

**Funding Instrument Type: Cooperative Agreement.** The Public Affairs Office will be actively involved in the award's implementation. The Public Affairs Office will provide input on the process of selecting of Alumni participants; Public Affairs will provide input on the program and speakers of each activity; and will consult with the awardee on venues and other logistical details.

**Program Performance Period:** Proposed program activities should be completed in **12 month** or less.

## C. ELIGIBILITY INFORMATION

The following organizations are eligible to apply:

### 1. Eligible Applicants

**The Public Affairs Office encourages applications from Moroccan Registered Associations either led by Alumni of U.S. Government Exchange Programs, or which demonstrated experience in implementing programs involving Alumni of U.S. Government exchange programs are qualified to compete for this funding opportunity All grantees must have a non-profit status.**

Other Eligibility Requirements: Applicants should carefully review all elements of the USG Exchange Programs Integration Seminar Notice of Funding Opportunity (NOFO) and be sure to fulfill all "Eligibility Requirements" – including obtaining UEI, NCAGE codes and full SAM.gov registration – before applying (See bottom of the Announcement for more details on the eligibility requirements and see under Additional resources for guidance on how to apply for UEI and NCAGE codes)

## 2. Cost Sharing or Matching

There is no minimum or maximum percentage required for this competition.

### **D. APPLICATION AND SUBMISSION INFORMATION**

- Applications are due **by Sunday, June 26, 2022.**
- The proposal should be **\$100,000-\$150,000.**
- Complete UEI, NCAGE and SAM registration.
- The project should not have an intended start date before January 15, 2023.
- All proposals must adhere to the policy explained in the U.S. Alumni Capacity Building Notice of Funding Opportunity (NOFO) including the “eligibility requirements.” Please review these requirements carefully.

Upload and complete these required forms:

- SF424 (Application for Federal Assistance)
- SF424A (Budget Information)
- SF424B (Assurances)
- Project Narrative Form (in English)
- Applicant Organizational Information Form
- Budget Proposal (in USD)
- CVs for Director and key project personnel

Submit all forms in electronic format to [Rabatgrants@state.gov](mailto:Rabatgrants@state.gov) no later than Sunday June 26, 2022, at midnight.

All questions about the Alumni Summit NOFO should be addressed to: [Rabatgrants@state.gov](mailto:Rabatgrants@state.gov)

### **Content of Application**

Please ensure that:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. Dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

### **Eligibility Requirements:**

Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique Entity Identifier (UEI) from SAM.gov
- NCAGE/CAGE code
- [www.SAM.gov](http://www.SAM.gov) registration

**Step 1:** Apply for a UEI number and an NCAGE number (these can be completed simultaneously)

UEI application: Organizations must have a Unique Entity Identifier from SAM.gov. If your organization has not yet been assigned a UEI number (if you have had U.S. government funding before and had a DUNS number, you should have been assigned a UEI number) you may obtain one by visiting: <https://sam.gov/content/home>.

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCA%20GE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email [NCAGE@dlis.dla.mil](mailto:NCAGE@dlis.dla.mil) for any problems in getting an NCAGE code.

**Step 2:** After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

If you encounter any error, please contact the SAM Federal Service Desk to report problem at <https://www.fsd.gov/clients>. There is a standard (not toll free) number that customers can use 334-206-7828.

## **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

### **1. Federal Award Notices**

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

## 2. Administrative and National Policy Requirements

**Terms and Conditions:** Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at:  
<https://www.statebuy.state.gov/fa/pages/home.aspx>

\*Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

## 3. Reporting

**Reporting Requirements:** Recipients will be required to submit financial reports and program reports. The award provisions document will specify how often these reports must be submitted. Applicants should be aware of the post award reporting requirements reflected in 2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters.

**Foreign Assistance Data Review:** As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

## G. OTHER INFORMATION

### Guidelines for Budget Justification

**Personnel and Fringe Benefits:** Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

**Travel:** Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

**Equipment:** Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

**Supplies:** List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

**Contractual:** Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

**Other Direct Costs:** Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

**Indirect Costs:** These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. **If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA.** Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

**Alcoholic Beverages:** Please note that award funds cannot be used for alcoholic beverages.